



Project:

PW Permit #:

Permit Date:

# UTILITY CONSTRUCTION AND DEDICATION REQUIREMENTS – Private Development Projects

## **PLAN AHEAD:**

All requirements will be completed before water meter installation. Public Works must accept utility construction in order to serve the project. City acceptance occurs following completion of all items listed herein (and as applicable to the specific project). Developer’s professional consultants and contractors are responsible for meeting requirements in an accurate and diligent manner. City staff are not responsible for requesting submittals, project management, construction scheduling, permitting or design related tasks.

## **SUBMITTALS:**

Allow two weeks review period by Public Works for construction document submittals.

Allow three weeks review period for documents that also require City Attorney review.

Note that all signatories will be checked against Sunbiz.org website to ensure proper, authorized signors. Discrepancies will cause rejection of documents.

Email documents for *courtesy* review *prior* to hard-copy submittal ([PWPermits@citystaug.com](mailto:PWPermits@citystaug.com)).

Hard-Copy submittals – To the attention of **City Public Works Permit Technician**, with cover page clearly identifying contents and purpose. Deliver to Public Works Department–City Hall–75 King Street–Lobby B–4th Floor – *or* mail to Public Works Dept–PO Box 210–St. Augustine, Florida 32085-0210.

Consolidated submittals are *preferred* to avoid potential confusion and delay.

## **GENERAL INSTRUCTION:**

This document is not intended to be all-inclusive for all possible requirements specific to each project. All utility construction must follow pertinent sections of City of St. Augustine Code of Ordinances, and all specifications and details in the City’s “Standards and Specifications Design Manual and Details” (latest edition) available for download on the City website ([www.CityStAug.com](http://www.CityStAug.com) / [www.citystaug.com/government/public\\_works/PublicWorksDocCenter.php](http://www.citystaug.com/government/public_works/PublicWorksDocCenter.php)).

All utility materials must be in strict accordance with City-approved shop drawings and City-approved Appendix-A Materials List. Latest edition of Appendix-A form:

[www.citystaug.com/document\\_center/Publicworks/Development/UtilityConstruction/AppendAMaterialsList.pdf](http://www.citystaug.com/document_center/Publicworks/Development/UtilityConstruction/AppendAMaterialsList.pdf)

All utility construction must be in strict accordance with City approved project plans, City Approval Letter, permits, details and specifications. Failure to construct utilities accordingly may result in delays in obtaining service, City refusal to accept utilities, and unanticipated costs and time while corrections are made. Such delays and costs will not be the responsibility of the City. **The City will not accept utilities that do not meet City standards and specifications.**

Should conditions vary, contractor shall immediately notify Project Engineer and City. **Project Engineer is responsible for submitting design changes to City.** City approval of proposed changes is required prior to continuing construction.

Direct *general questions* to **Public Works Permit Technician** ([PWPermits@citystaug.com](mailto:PWPermits@citystaug.com)) / (904) 209-4375.

*Technical and construction questions* should be addressed through the **City Inspector** assigned to the project.

***This document will be signed during the Pre-Construction Meeting held at the City (see last page).***



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The following is required for the City of St. Augustine to accept dedication of water or sewer improvements. Each of these requirements applies to each project phase.

Items and processes listed herein are expected to follow a diligent and orderly schedule. If significant work stoppage occurs, if significant time lapses between completion of these items, or if consultants, contractors or the project design changes during this process, then additional requirements may be imposed to ensure City standards are met. Any resultant delays will not be the City's responsibility.

**PRE-CONSTRUCTION MEETING**

**Requirements:**

All required documents (checked below) must be submitted **prior to scheduling** meeting. Pre-Con Meeting shall be scheduled following plan approval and prior to any construction activities. Meeting will be held at City Public Works Conference Room and is subject to City staff member availability.

**Required Attendees:**

- General Contractor's project superintendent (on-site person responsible for project)
- Utility Contractor's project superintendent (on-site person responsible for project)
- Project Engineer
- Owner, or Owner's Authorized representative
- City staff members, as appropriate to project

**Pre-Construction Checklist (items required prior to scheduling meeting):**

City-**approved** – Materials and Manufacturers Checklist (Appendix A).

[Email](#) completed Checklist for City courtesy review, PRIOR to submitting hard copies for final City approval.

( Latest edition: [www.citystaug.com/document\\_center/Publicworks/Development/UtilityConstruction/AppendAMaterialsList.pdf](http://www.citystaug.com/document_center/Publicworks/Development/UtilityConstruction/AppendAMaterialsList.pdf) )

City-**approved** – Shop Drawings for items **not** listed on above Checklist (**see instructions on Checklist**).

Shop Drawings **must** be stamped approved by Project Engineer **prior** to submittal to City.

City-**approved** – Backflow Preventer specs and/or Grease Interceptor specs and calcs.

Payment of utility connection fees.

Payment of construction review fees.

Copies of all permits required from other City departments and/or other government agencies.

FDEP "Generic Permit for Discharge of Produced Ground Water from any Non-Contaminated Site Activity."

List of Pre-Con Meeting attendees with company and contact info (address, phone number and email address).

List of all site/utility contractors and subcontractors (with contact information).

State licenses for all site/utility contractors and subcontractors.

Proof of Liability Insurance coverage for all site/utility contractors and subcontractors.

Performance Bond secured by Underground Utility Contractor and held by City. Refer to City bond requirements:

[www.citystaug.com/document\\_center/Publicworks/Development/UtilityConstruction/COSABondRequirements\(PrivateDeveloperProjects\).pdf](http://www.citystaug.com/document_center/Publicworks/Development/UtilityConstruction/COSABondRequirements(PrivateDeveloperProjects).pdf)

Do NOT record bond prior to City Attorney review.

Directional Drill submittals per Section 33 of Design Manual.

Anticipated Construction Schedule.

Fully-executed Developer's Agreement approved by City Commission.

**Work must be performed by contractors present at Pre-Construction Meeting. No work on City utility systems or within City rights-of-way may be contracted to others, unless approved in advance by the City.**



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### **SCHEDULING REQUIREMENTS:**

City Inspector must be present for all inspections, utility construction, flushing, testing and connections, and any other work over, under or around City utilities. It is Contractor's responsibility to provide proper notification, schedule with City Inspector, and plan work accordingly. If backfilling occurs prior to inspection, City Inspector will require excavation at Contractor's sole cost to inspect the work. City Inspector will not be responsible for managing Contractor's work methods or schedule.

Normal City construction work hours are 8:30 AM to 4:00 PM, Monday through Thursday. If proper and efficient work execution calls for City Inspection or other City staff involvement *outside* these hours, then Contractor shall reimburse City for all costs associated with City staff overtime. Written notification shall be provided to City minimum 48 hours prior and is subject to City staff availability. City shall have 24 hours to review and approve the notification before such work may be started.

Flushing, testing and connections are not allowed on Fridays, weekends and City-recognized Holidays. Shutdowns are allowed only when necessary, and are preferred on Tuesdays or Wednesdays. Shutdowns are not allowed on Fridays, weekends, Holidays and immediately before or after City-recognized Holidays. Shutdowns must be scheduled and approved by City minimum five (5) working days in advance. City reserves the right to adjust dates and times of shutdowns to be during non-peak hours. Contractor is solely responsible for all design, planning, personnel, materials, equipment and contingency plans. City must review Contractor's plans prior to granting approval. City may request additional information and alternate plans or schedules as necessary.

**MAIN FLUSHING:** Schedule with City Inspector minimum twenty-four (24) hours prior.

**INSPECTIONS & TESTING:** Schedule with City Inspector minimum three (3) working days prior for utility construction, water/sewer inspections, directional drill, jack & bore, pressure test, chlorinating and Bac-T sampling, CCTV inspection, walk-throughs, pump station start-up, etc.

**CONNECTIONS:** Schedule with City Inspector minimum three (3) working days prior, for any and all connections to City utility systems.

### **FOLLOWING REQUIRED BEFORE WATER METER INSTALLATION:**

**LOCATE WIRE CONTINUITY TEST:** Installation in accordance with City details. Entire locate system shall be inspected by City Inspector prior to backfill. After backfill but prior to paving, test entire locate system by certified utility locator or licensed electrical contractor, with City Inspector present. Submit successful continuity test report to Public Works. **Test Report must state all of the following: Length of wire tested, street names of test segments, number of branches, and wire size.** After the test, if excavation work occurs in any area covering the locate wire, then continuity test shall be re-performed.



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**F.D.E.P. WATER CLEARANCE:** If FDEP Water Permit was issued for project, then FDEP Clearance must be obtained prior to connection to City system *and prior* to connecting water services.

**Submittal to Public Works:**

- Three (3) paper copies of Clearance application for City signature;
- Two (2) paper copies of Preliminary As-builts with BAC-T sample points clearly shown and labeled matching BAC-T test reports (City will keep As-built copies for review);
- Three (3) paper copies of successful BAC-T tests;
- Three (3) paper copies of successful Pressure Test.

Public Works will sign and return two copies of Clearance request package (minus As-built copies). Developer or Project Engineer is responsible to transmit to FDEP, obtain clearance, and provide a copy of clearance letter to City.

**F.D.E.P. SEWER CLEARANCE:** If FDEP Wastewater Permit was issued for project, then FDEP Clearance must be obtained prior to placing new or modified wastewater facilities in service.

**Submittal to Public Works:**

- Three (3) paper copies of Clearance application for City signature;
- Two (2) paper copies of Preliminary As-builts (City will keep As-built copies for review);
- Three (3) paper copies of successful Pump Station Startup Test;
- Three (3) paper copies of successful Force Main Pressure Test;
- Gravity sewer test reports per City standard requirements.

Public Works will sign and return two copies of Clearance request package (minus As-built copies and gravity sewer test reports). Developer or Project Engineer is responsible to transmit to FDEP, obtain clearance, and provide a copy of clearance letter to City.

**UTILITY EASEMENT:** Allow three weeks review period. Do NOT record easement prior to City Attorney review. City utilities not installed within public rights-of-way must be located in a City Utility Easement. Must use standard City easement form (**blank form available upon request**).

**Submittal to Public Works:**

- 1) Submit original signed and sealed professional survey sketch with legal description to City Public Works.
- 2) Submit original easement form - completed, signed, witnessed and notarized form to City Public Works. Following approval by City Attorney, original will be returned for recording at County Clerk’s office.
- 3) Provide recorded easement document to City Public Works.

**WARRANTY DEED FOR CITY PUMP STATION TRACT:** Allow three weeks review period. Do NOT record deed prior to City Attorney review. Required to transfer Pump Station Tract to City (**example deed available upon request**).

**Submittal to Public Works:**

- 1) Submit original signed and sealed professional survey sketch with legal description to City Public Works.
- 2) Submit original Deed - completed, signed, witnessed and notarized hard copy to City Public Works. Following approval by City Attorney, original will be returned for recording at County Clerk’s office.
- 3) Provide recorded Deed to City Public Works.



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**BILL OF SALE:** Allow three weeks review period. Required to transfer ownership of infrastructure and utilities to be dedicated to City. Must use standard City form (**blank form available upon request**).

**Submittal to Public Works:**

1) Submit original completed, signed, witnessed and notarized hard copy to City Public Works. Following approval and signature by City Attorney, a copy will be returned.

**SCHEDULE OF VALUES:** Required with Bill of Sale (**example available upon request**).

**Submittal to Public Works:**

1) On Contractor’s letterhead, itemized list of only the infrastructure and utilities (with corresponding dollar values) to be transferred to City via Bill of Sale.

**WARRANTY LETTER:** Required with Bill of Sale (**example available upon request**).

**Submittal to Public Works:**

1) Original, on Contractor’s letterhead, with same date as Bill of Sale, signed by authorized officer of company, guaranteeing workmanship, materials and equipment for one year from date of letter and Bill of Sale on all infrastructure and utilities dedicated to City via Bill of Sale.

**MAINTENANCE BOND:** Allow three weeks review period. Do NOT record bond prior to City Attorney review (**required City bond form available upon request**). Refer to City bond requirements:

[www.citystaug.com/document\\_center/Publicworks/Development/UtilityConstruction/COSABondRequirements\(PrivateDeveloperProjects\).pdf](http://www.citystaug.com/document_center/Publicworks/Development/UtilityConstruction/COSABondRequirements(PrivateDeveloperProjects).pdf);

**Submittal to Public Works:**

- 1) Maintenance Bond equal to the Performance Bond amount, OR, equal to the City-approved Schedule of Values.
- 2) Executed by a Surety authorized to do business in Florida and named on current list of “Surety Companies Acceptable on Federal Bonds”, with Power of Attorney form if applicable.
- 3) Submit original Bond using City standard form - Completed, signed, witnessed and notarized to Public Works. Following City Attorney approval, record at County Clerk’s office.
- 4) Provide recorded original Bond to City Public Works.

**CERTIFICATIONS OF WORK FROM OTHER AGENCIES:** The City requires email or written notification from other agencies as appropriate to project (FDEP, FDOT, SJC, etc.) stating that all work related to utility construction is complete and meets with their requirements.

**WALK-THRU INSPECTIONS & PUNCH LIST COMPLETION:** Following receipt of Preliminary As-builts, Contractor must request and schedule Walk-Through inspections with City Inspector.

**Process:**

- 1) Contractor shall schedule Walk-Through(s) with City Inspector.
- 2) City will email construction punch list(s).
- 3) Following completion of punch list(s), Contractor shall schedule Final Walk-Through with City Inspector.
- 4) After completion of any punch list items noted during Final Walk-Through, City will send email stating that all construction punch list items have been completed.



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**SPARE PARTS and O&M MANUALS:**

**Submittals to Public Works:**

- Valves:** Provide one valve key of appropriate length based on depth of deepest valve actuating nut.
- Fire Hydrants:** One hydrant wrench for every three new hydrants installed.
- Manholes:** One manhole hook for every ten new manholes installed.
- Pump Stations:** One set of special tools required for normal operation/maintenance. If secondary sealing systems utilizing epoxy potting compounds are used, supply a cable cap for each pump. Supply spare phase monitor, alternator, motor starter contacts, two pump impellers and wear rings.
- Generators:** Oil sample kit – One sample gun kit, five bottles, five mailers, written instructions. Any special tools required for normal operation/maintenance. Two complete spare replacement sets of all filter elements.
- O&M Equipment Manuals:** Six (6) hard-copies of Operation & Maintenance Manuals as applicable.

**AS-BUILT RECORD DRAWINGS:** Final utility As-builts are required for City utility acceptance. Other As-builts (paving, grading, etc.) *may* be submitted to the City at a later date. **Plan ahead and instruct surveyor to prepare utility As-builts in advance of others to avoid delays in obtaining utility service.**

**Process:**

- 1) Submit preliminary utility As-builts immediately following utility construction completion. If a previously unknown deficiency is exposed on the As-builts, changes to utilities may be required to meet City standards. All costs and delays while corrections are made are not the City’s responsibility.
- 2) City staff are not responsible for providing As-built data or marking up As-builts. Contractor is solely responsible for correct documentation of all work. Contractor shall plan ahead and have surveyor on-site to record all data during construction.
- 3) City will not accept As-builts that do not clearly and accurately reflect utilities as installed, and that do not meet the requirements listed below. All costs and delays while corrections are made are not the City’s responsibility.

**As-built Requirements:**

- Maintain full-size “redline” set of City-approved plans onsite and accurately mark these plans with record information, clearly and to-scale, in red ink. All As-built information shall be recorded and kept current during work progress. At any time upon City’s request, Contractor shall furnish to City a photocopy “redline” set of these plans identifying field changes made to date, along with photocopy set of associated field notes and photos.
- Contractor shall provide access to buried utilities to allow accurate horizontal and vertical measurements by Surveyor. At no time shall Surveyor accept Contractor’s word or sketch to replace onsite survey methods to record As-built data. Should discrepancies exist, at the discretion of the City and at no cost to the City, Contractor shall verify buried utilities including excavation or other inspection methods if necessary.
- As-builts must be prepared by revisions to original, City-approved design plans.** At no time will a new survey drawing be accepted, and at no time will design data be accepted as As-built data. **The design electronic drawing file shall remain intact and As-built data (true to scale) shall be added to the design.** Use separate layers to distinguish design features and As-built information in accordance with City standards (City Manual - Appendix C). **Design features and text shall be lightened to differentiate from As-built layers, and design text shall be crossed out [ Design info ]. As-built data shall be clearly and boldly displayed.** Unless prior approval by City is granted, separate As-built drawings are required for water, sewer and stormwater.



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- As-built drawings shall be in Autocad format, signed and sealed by Florida licensed Professional Land Surveyor. Contractor "red-lines" or "certifications" are not acceptable for the official As-built Drawings.
- Each sheet shall be labeled "AS-BUILT" in 1-inch high letters and include the signed As-built certification of the Contractor and the signed & sealed As-built certification of the Florida licensed Professional Land Surveyor who provided the As-built information (**use Certification blocks in City Manual - Appendix C**).
- As-built drawings shall meet current Florida Minimum Technical Standards.
- As-builts shall be provided in [horizontal] NAD 83 State Plane Florida East Coordinate System (US Feet), and [vertical] NAVD 88 Vertical Datum.
- NAVD 88 Vertical Datum and Benchmark information shall be clearly and boldly labeled on each sheet. If original design plans are on different vertical datum, then the conversion factor from design plans to NAVD 88 shall be clearly displayed on each sheet.
- Show minimum two (2) benchmarks on or adjacent to project site.
- Show minimum four (4) GPS acquired location points, with northings and eastings, of property corners and existing, prominent site features within or adjacent to the site.
- BAC-T sample points shall be clearly shown and labeled to match BAC-T test reports.
- Provide horizontal and vertical locations of all pipes, lines, valves, appurtenances, fittings, taps, manholes, structures, etc., and show all deviations from design plans. Provide size, material, top of pipe elevations, invert elevations, slope percentages, length and type of all pipes, vertical clearances at each utility crossing. Details shall be furnished for parallel pipe runs where horizontal separation is less than 10 feet.
- Provide special detail drawings where installations were not exactly as shown on design plans due to field conditions, or where special detail drawings are required for clarity.
- Where design drawings or specifications allow options, only the option actually used in the construction shall be indicated as As-built information.
- As-built data shall be shown on all profiles and cross-sections.

**Directional Drill As-Built Submittals:**

- Follow all requirements in Section 33 of City Manual (latest edition).
- As-built Plan & Profile **must** be provided showing design baseline stationing tied to existing, fixed, visible sight features, and show all recorded Bore Log locations with northings and eastings on Horizontal Datum NAD 83 State Plane Florida East Coordinate System (US Feet).
- Show all information recorded during the work, including all subsurface anomalies.
- Bore Log information shall be provided in Vertical Datum NAVD88 and Horizontal Datum NAD 83 State Plane Florida East Coordinate System (US Feet), and shall be relative to the established surface bench mark and baseline stationing that is tied to existing, fixed and visible sight features.
- Directional Drill Bore Log shall show recorded X/Y/Z locations of the drill head at minimum every ten (10) feet under State Roads, Railroads, or other significant crossings as determined by City, or minimum every twenty-five (25) feet in other locations, and as specified by City Inspector.



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**PRELIMINARY As-built Submittal:**

- As-built drawings in AutoCAD format (dwg), on NAD 83 State Plane Florida East Coordinate System (US Feet); [Note that drawings are to be located on State Plane Coordinate system in Autocad file; City staff will not “move” linework in the drawing file];
- Adobe Acrobat (PDF) file of the As-built drawings.
- Two (2) 24” x 36” paper copies of the As-Built Record Drawings.
- Two (2) paper copies of the Bore Log, for Directional Drills.

**Following City Approval of Preliminary Asbuilts:**

**FINAL As-built Submittal:**

- One (1) electronic set (CD) containing:
  - As-built drawings in AutoCAD (dwg), on NAD 83 State Plane Florida East Coordinate System (US Feet);
  - Include all files utilized or referenced by CAD drawings, including shape files, fonts, base files, external reference (xref) files, image files, etc.;
  - Excel spreadsheet file containing all surveyed points with Northing, Easting, Elevation, Description;
  - Adobe Acrobat (PDF) file of the As-built drawings.
- Four (4) 24” x 36” signed and sealed paper sets of the As-Built Record Drawings.
- Four (4) paper copies of the Bore Log, for Directional Drills.

**Following successful completion of ALL above items, the City will:**

1. **Schedule** installation of requested water meters for which connection charges have been paid.  
***Scheduling of meter installation may take as long as 5 to 10 business days following City acceptance of utilities, due to availability of materials, workload and schedule within that department of the City. It is the Contractor’s responsibility to plan ahead.***
2. Unlock any water meters for which a utility account deposit has been received (contact City Customer Service at (904) 825-1037 / [utilitybilling@citystaug.com](mailto:utilitybilling@citystaug.com) to set up utility accounts).

**BACKFLOW PREVENTER TESTS:** Contractor shall test all backflow preventers immediately after water meter installation. Successful test reports must be submitted to City Public Works. The City permit will not be complete and closed-out without successful backflow preventer test reports.

**Following successful Backflow Tests, the City will:**

3. Issue a written statement accepting dedication of utilities constructed to City standards, listed in the schedule of values and depicted on the record drawings, subject to the one year warranty and bond.





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**PRE-CONSTRUCTION MEETING IS NOT COMPLETE WITHOUT SIGNED ORIGINAL OF THIS FORM**  
**( To be completed *during* pre-con meeting. )**

**By signature below, the General Contractor to perform work on this project hereby acknowledges that they have read and understand all of the requirements described in this document.**

COMPANY Name:

<b>SIGNATURE</b> of Authorized Agent: <input style="width: 95%;" type="text"/>	DATE of Signature: <input style="width: 95%;" type="text"/>
PRINT Name & Title: <input style="width: 100%;" type="text"/>	

**By signature below, the Underground Utility Contractor to perform work on this project hereby acknowledges that they have read and understand all of the requirements described in this document.**

COMPANY Name:

<b>SIGNATURE</b> of Authorized Agent: <input style="width: 95%;" type="text"/>	DATE of Signature: <input style="width: 95%;" type="text"/>
PRINT Name & Title: <input style="width: 100%;" type="text"/>	

**By signature below, the Owner OR Authorized Owner's Representative on this project hereby acknowledges that they have read and understand all of the requirements described in this document.**

COMPANY Name:

<b>SIGNATURE</b> of Authorized Agent: <input style="width: 95%;" type="text"/>	DATE of Signature: <input style="width: 95%;" type="text"/>
PRINT Name & Title: <input style="width: 100%;" type="text"/>	

**By signature below, the Project Engineer on this project hereby acknowledges that they have read and understand all of the requirements described in this document.**

COMPANY Name:

<b>SIGNATURE</b> of Authorized Agent: <input style="width: 95%;" type="text"/>	DATE of Signature: <input style="width: 95%;" type="text"/>
PRINT Name & Title: <input style="width: 100%;" type="text"/>	

**SPECIAL NOTES:**

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